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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE:

FROM : Chief, EDP Feasibility Committee

SUBJECT: Compilation of record of overseas service, all employees

Ref: Memorandum dated 29 November 1957, Chief, Management Staff from Director of Personnel, Subject: Records of Overseas Duty.

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1. Upon receipt of referenced memorandum, members of the FDP Feasibility Committee met with [REDACTED] to clarify certain points set forth in reference. From the discussion held at this meeting, the Office of Personnel desires to establish and to maintain as a permanent Agency record, the following information regarding each employee (staff as well as Agent personnel) ~~XXXXXX~~ who has <sup>several</sup> overseas either in a PCS or TDY capacity from the inception of the Agency, September 1947.

- a. Date of departure from the U.S.A.
- b. Date of Arrival at overseas post
- c. Country (ies) visited
- d. Date of departure from overseas post
- e. Date of arrival in U.S.A.
- f. Grade of employee

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2. It was proposed by this committee that the best way to create and to maintain such a record would be to curricularize a questionnaire to each employee in which he would certify to the information which he would furnish concerning his overseas duty. This record would be up dated based upon changes reported by the individual as an amendment or supplement to the employee's personal history statement. This proposal was flatly rejected by [REDACTED] who claimed that the Office of Personnel must have documentary evidence of overseas service such as ~~XXXXXX~~ itineraries presented in support of travel claim, applications for the payment of allowances, renting stamps on passports etc.

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3. Following the meeting with [REDACTED] Office of Personnel, members of this committee were assigned the task of determining what files would contain documents from which could be established a record of the overseas service performed by Agency employees. These members visited with officials of the WH, and SE area divisions, DD/P, Finance Division, Machine Records Division and Program Analysis Staff, Office of Comptroller, and the Central Processing Branch, Office of Personnel. Following a review of files made available to the members of this committee and from discussions with the officials of the divisions and offices listed above, it is concluded that:

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- a. In no one file is contained documents that will furnish the desired information
- b. The cost of searching the archive files for such information would be prohibitive and there would be no way of determining whether or not all information had been gathered for each employee.

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4. It is recommended that in order to establish and maintain the records required by the Office of Personnel the attached procedure be followed. It will be noted that in this procedure the data is furnished and certified to by the employee and that provision is made to "audit", if such an audit is deemed necessary, the information submitted by him on a selective basis sometime between the date of submission and the date of            of the employee. It is also recommended that these records be maintained on a manual basis rather than on EAM or EDP equipment.

It is realized that records established in the manner would be incomplete insofar as those employees who have been previously separated from the Agency. However, in view of the difficulty to establish such a record for these employees and the probability that any favorable legislation would not be made retroactive it is the opinion of the committee that the record should only be established and maintained for employees currently on board and for those who will be employed in the future.

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